

*Security  
Case  
File*

27 April 1962

MEMORANDUM FOR: Executive Officer

SUBJECT : Request for Approval of Proposed Forms  
Workshop

1. The CIA Records Administration Officer has arranged to have National Archives and Records Service, GSA, conduct for CIA offices a series of training workshops on forms improvement. In view of the hundreds of forms created and used in the Office of Security, I believe we should take advantage of this opportunity.

2. I propose to arrange to present one of these Forms Workshops in mid-May for a select group of about 20 Security personnel. I would meet with each Staff and Division Chief to discuss the workshops and his office representative. If the results warrant it, we may conduct sessions for others later. I attended this workshop in October and found it appropriate and worthwhile. I discussed this proposal with the OS Training Officer, [redacted] and he concurs.

3. The workshop is two 2-1/2 hour sessions. I would suggest Tuesday and Wednesday mornings (22-23 May) in Projection Room, 1-E-78. Those to attend should be "forms originators," supervisors, and specialists. Details are in the attached folder which can be supplied to prospective participants.

4. I believe this effort to improve OS forms at their very source is consistent with the desires of Col. Edwards and the current forms survey. [redacted] and I would be on hand to assist and advise on local forms problems. The lecturer available

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is Management Analyst Ronald D. Singer of GSA, formerly of the Department of Commerce, and holding a Top Secret clearance. He has been conducting many of these workshops Government-wide.

5. Your approval is requested and your support, through a letter of introduction to Staff and Division Chiefs, will be appreciated.

[REDACTED]  
Records Management Officer  
Office of Security

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**Attachment**

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